



Leave of Absence: **PREGNANCY RELATED**

STEPS YOU NEED TO TAKE

Prior to going on a leave of absence, you must submit the following to your supervisor:

- An **Employee Request for Leave** form;
- A note from a **health care provider** stating the medical necessity for the leave of absence, including the begin date and expected date of release from medical care; and,
- An Auditor's Office **Notification for State Disability Insurance and/or Paid Family Leave Integration** form, if applicable.

For more information contact the
Human Resources Department

Phone: 530-889-4060

Email: PCHRD@placer.ca.gov

www.placer.ca.gov



FAMILY & MEDICAL LEAVE ACT PREGNANCY DISABILITY LEAVE

If your pregnancy prevents you from performing your job, you may be eligible for a medical leave of absence under FMLA and or PDL.

- FMLA provides job and benefit protection leave that can be granted for up to **12 work weeks** in a 12 month period. Generally, medical leave for pregnancy can begin as early as 4 weeks prior to delivery and continue to 6-8 weeks post delivery.
- PDL is a form of job and benefit protection which may run concurrently with FMLA. This may be taken up to a maximum of **4 months**, if you are unable to work **due to a pregnancy** related medical disability.
- Both FMLA and PDL requires a note from your **health care provider** to take leaves and release you to return to work. Contact your immediate supervisor when released from your medical leave.

FMLA Eligibility

You may be eligible for FMLA leave if you meet the following criteria:

- You have been employed at Placer County for at least 12 months; and
- You have worked for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of the leave.

Once the Human Resources Department receives notification from your department of your request for leave, your eligibility will be verified, and you will be notified by mail. If you are eligible, your notification will be accompanied by a **Serious Health Condition** form for you to have completed by your health care provider and returned to HR within 15 days.

FMLA Time Calculated

The available 12 week period is determined by using a rolling 12 month period measured backward or forward depending on your bargaining unit from the first date leave is used. Under the rolling 12 month period, each time an employee takes leave, the remaining weeks of leave time available is the balance of the 12 weeks that has not been used during the rolling period.

Use of Leave Balances While on Leave

You will need to use leave balances beginning with sick leave while on a medical leave of absence. If you exhaust all of your leave balances, you will be allowed to continue on the medical leave in an unpaid status. When completing the **Employee Request for Leave** form, you will document time off for FMLA under the **Leave of Absence, FMLA/CFRA** box along with the leave dates/balance section(s). For any hours you did not receive pay (i.e., SDI integration, Salary Protection, unpaid status), those hours will not be considered as service hours when computing eligibility for merit increases, longevity pay, vacation accrual rates and/or any other service hour related to pay or benefits.

Benefit Premiums

You will continue to be responsible for your normal **employee share** of premium costs while on a leave of absence. Your premiums will be paid through the payroll process and all your benefits remain intact when you are in a **paid status** using your leave accruals. If you are off payroll in an **unpaid status**, you will still be responsible for your normal **employee share** of premium costs and will be billed through Revenue Services. When you are in an unpaid status and you are not covered under FMLA/CFRA, you may become responsible for **both the employee and employer share of premiums**.

State Disability Insurance (SDI)

(PPEO REPRESENTED EMPLOYEES ONLY)

California State Disability Insurance provides covered employees with a weekly paid benefit for non-work related illness and/or injuries. SDI pays a **portion of the employee's salary**. When integrating with SDI an employee only uses a portion of his/her **leave balances** each pay period while on a medical leave. PPEO represented employees are covered by SDI and pay into these benefits. Coverage is administered by the State of California **Employment Development Department (EDD)**. Here is how it works:

- You apply on-line for SDI, at www.edd.ca.gov. Before you are eligible, you must be off work for **seven (7) calendar days**. You should apply on-line as soon as you know you will be out longer than the seven (7) calendar day waiting period.
- Your sick leave will be coordinated/integrated with your SDI benefits, so that between your County pay and the SDI payment, you will receive your regular pay and cover your share of insurance premiums.
- Notify your immediate supervisor and payroll staff by submitting the Auditor's Office **Notification for State Disability and/or Paid Family Leave Integration** form in order to begin the SDI integration process.

Management & Confidential Employees

Depending on the length of your medical leave, you may be eligible for the County sponsored **Salary Protection Program** following a consecutive 20 workday waiting period. If you exhaust your sick leave, you will be required to use your remaining leave balances to integrate with Salary Protection prior to going into an unpaid status for the duration of the approved leave.

BABY BONDING

The Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provide job and benefit protection leave that can be granted for up to **12 work weeks** to bond with your newborn child, or newly adopted child, or newly placed foster care child. Bonding must be concluded within **one year** of the child's birth or placement. For more information about baby bonding, please refer to the Leave of Absence Baby Bonding brochure.

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MEDICAL LEAVE		BONDING	
SDI	(Wage Replacement, integrated paid benefit for medical disability)	PFL	6 Weeks (Wage Replacement)
FMLA	12 Weeks (Runs concurrently with PDL & CFRA: pre-birth disability, post-birth disability &	Baby Bonding)	
PDL	4 Months (Runs concurrently with FMLA & CFRA: pre-birth and post-birth disability)	CFRA 12 Weeks (Baby Bonding starts at date of birth/adoption)	